

 WorkMentor	Training of Trainers - PM3 Nantes Wed. August 29th – Fri. August 31st 2012 Host: CFPPA Jules Rieffel	  Leonardo da Vinci
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WorkMentor
Training of Trainers Workshop and Partner Meeting 3

Wednesday 29th August 2012 – Friday 31st August 2012

Minutes of the meeting.

Participants:

Center for school development at the University of Akureyri, Iceland:

Sólveig Zophoniasdóttir (acts as an external evaluator of the project.)

VMA, Iceland:

Jóhannes Árnason, Ketill Sigurðarson and Kristín Petra Guðmundsdóttir

Gower College, Wales:

Michelle Brinkworth (Mentoring specialist) and Rachel Stevens.

Riverside Training, Hereford England:

Philip Broomhead.

Axxell, Finland:

Beatrice Westerlund, Charlotte Rehn and Tanja Halttunen.

Jules rieffel / France Europea, Nantes, France:

Mireille Rioual, Nicholas Bizeul og Jeanne-Marie Rousseau.

IFSAT, Netherlands:

Bas Timmers, Charlie Wannop and Maarten Reckman

Skjetlein school and resource center, Trondheim, Norway:

Bente Ryen and Ingvild Espelien.

Tuesday August 28th Travel to Nantes

All participants arrived at Nantes airport or train station and Mireille and Nicolas arranged transportation to Jules Rieffel.

Dinner at the canteen / cafeteria of Jules Rieffel. Bente Ryen, Beatrice Westerlund, Charlotte Rehn and Tanja Halttunen arrived after dinner because of delays in flights or trains.



Wednesday August 29th 2012

9.00am

The host, Mireille Rioual, said she was delighted to have the guests at the school and she told us about the school.

After this everyone introduced themselves.

Jóhannes Árnason opened the meeting with a few reminders of the reasons VMA and some other partners decided to take part in the project and what we expect to be able to achieve. (Introduction to WorkMentor – why is it important?) (PDF)

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Introduction to External Evaluator – Sólveig Zophoníasdóttir addressed the meeting. She has a background in teaching in schools and has been working with the Center for School Development at the University of Akureyri for some years now. Mostly working on projects concerning development in schools and evaluating school work.

9.20 am Bas Timmers (25 mins) talked about **The power of 3**. This means that Bas reviewed **three** projects concerned with workplace education. ProVoTrain, POETE and Workmentor. All these look at the student in the workplace from a different angle. The focus point is that there should be a **three** way agreement about the workplacement. The student, the workplace and the assessor / workplace provider / school (different words for different systems. All these have important roles and have to be able to know what and how to do the things they are supposed to do. (PDF, slides)

9.45am Michelle Brinkworth was the trainer in the workshop and responsible for the rest of the day. She introduced herself and what she was going to do. Use the material the partnership had worked on in Stiklestad and finished during the summer and take examples from the materials to show how things can be done in a workshop with future mentors.

Michelle began with an ice breaker activity, two circles of people, eight in each, each person in the outer circle would present him/herself to each in the inner circle and vice versa. This might be an important start to have a group of people more willing to take part in discussions in a workshop.

Introducing mentoring Michelle said that a structured mentor method has proved it self to be effective in helping both the mentor and the mentee. This has improved the number of students extending their study even if they have had difficulty. The support from a mentor had influence.

Michelle described the mentor education Gower College offers to students. Two hours per week for ten weeks. Students keep journals of their education and of their mentoring. They get a certificate and this has proved to be valuable when applying for university.

We participated in several exercises Michelle chose from the materials.

What do we think mentoring is about?

What is mentoring and what is it not?

A mentor should be / needs to be...

Discussion about confidentiality and about a supervisor for the mentor and the mentee to whom they can turn if they have problems.

Drills in communication.

Talking for three minutes and the listener to repeat in one minute.

Describing a picture of a house.

Empathy, empathic statements. An exercise.

The mentoring agenda, formal meetings, goal setting SMART targets etc.

The right circumstances for the meeting, how to behave, external factors and internal factors influencing the success of the meeting.

Mentors do not take notes in a meeting, they do afterwards about decisions.

Around 16.00 Michelle ended her review and introduction to the materials. The group had gained some insight into the mentoring education.

Mireille and Nicolas explained the rest of the day.

We walked around the gardens of the school. Jules Rieffel runs organic gardens for vegetables and fruit.

We had dinner consisting of tasting cheese and wine to go with the cheese.

Thursday 30th August 2012

9.00am Philip Broomhead reviewed the process we had gone through arriving at the materials as they were sent out during the summer.
He also pointed out that Michelle was showing us what to do but we needed to know how and perhaps explain why to our employers.

Philip said that mentoring in the workplace and mentoring at work has a different focus to the situations mentoring has been used in Gower college.



He introduced the mentoring match:

1. The company culture, values, vision This leads to the question of: How are we going to get employers to buy into the idea that they should send some employees to a workshop in mentoring?
2. The role: Protocols, Procedures and responsibilities. This was covered by Michelle and the materials. We are going to discuss and teach this in the piloting.
3. The person. Skills, values, relationships. This was also covered by Michelle and the materials. Also a part of the piloting workshops.

9.15am What techniques are you going to use to deliver the materials to the mentors? (PTT Techniques) – Bas Timmers reviewed participant training techniques. (PDF)

Bas said that trying to get employers to accept that they can benefit from a mentoring workshop for their workers we would need to emphasize a few things. Because using mentoring with beginners / employees will make them learn quicker and make less mistakes.

Staff will be happier, employers will retain staff longer, less staff turnover.

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The mentors will feel more valued by their peers and company because their skills have been recognized.

Mentoring methods could improve communication within the company.

Also if the Project is offering free training the first time it might be an incentive for employers. Sending workers to workshops is usually expensive in addition to loss of time on the job.

We wrote on yellow stickers the five most important things in an apprentice, what do we want from an apprentice. Probably we can say that the outcome is that simple skills and qualifications are less important than personal skills and values.

Charlie Wannop worked with us in identifying the things we can think about when we are gaining employer involvement. He used questions like: I have heard that the best ways of getting employers involved in mentoring is...

We worked on these questions and the discussion helped identifying the aspects we need to address with the employers we are going to work with in the piloting.

Philip drew up a document to use to map out the things we need to do before, during and after the piloting.

Tanja Halttunen from Axxell presented surveys to use as a post evaluation after this workshop in Nantes. She also showed us a survey we can use for ourselves and the future mentors after the pilot workshop in order to do an internal evaluation of the piloting and collect information about the piloting phase.

After lunch most of the time was used in groups from each partner to work on the plan for the piloting. This was done so that each partner could present a plan for their piloting. This is valuable for everyone because each partner would get comments and critique about their plans and also ideas would be shared.

Sólveig Zophoníasdóttir the external evaluator thanked the group for a good meeting and described her positive experience. She had been talking to people from all partners and following the workshop and the meeting. She said she was pleased and optimistic that the project will be successful in implementing the mentor methods in workplaces.




At the end of the day Tanja Halttunen presented the plan for mentoring in Axxell with assistant nursing students and their mentors.

Late afternoon the group went for a boat trip on the Erdre river and for dinner in a restaurant at the river.

Friday 31st August 2012

9.00am Each partner introduced their plan for the piloting phase. Which employers to look for, how to meet them and when to do the piloting workshop and in which format.

These were 15 - 20 minutes presentations from each participant country. See PDFs.

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it turned out that the partners had opportunities in meetings already planned or otherwise to approach the employers. It is very different between partners which type of employers they are going to approach.

The time frame is also different. Some partners can begin in October but others are not going to be able to begin until February or March. This will give less time for summing up the piloting but we will manage.

There was some discussion about if we were supposed to have input from the students who experience mentoring methods. We need student feedback but the project is not conducting a study of how effective mentoring methods are in the workplace. For that we would need a population working with mentors and another population not working with mentors in the workplace. This is out of the scope of the project. The aim of the project was not to do a study of this kind.

At the end of the meeting Jóhannes mentioned a few things about the interim report but since the people from Finland and Bas had left the meeting it was decided to use email for instructions on reporting on the project.

Some of the issues raised were future dates – Final conference. PM4 in Finland. PM5 in Iceland.

The meeting was ended at 11.45. Then we had lunch in Jules Rieffel and in the afternoon we visited a wine grower and the Nantes City Centre.

Dinner in the evening at a restaurant in the city center.

Saturday 1st September 2012

The participants travelled from Nantes and our French hosts arranged transport to train station or airport.

Minutes prepared by Jóhannes Árnason with the help of many.